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Portland, Oregon 97204



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Eugene, Oregon 97401

VACANCY ANNOUNCEMENT
United States Bankruptcy Court
District of Oregon
VACANCY #2010-07

POSITION: Intake Clerk
TYPE: Full-Time/Permanent
DUTY STATION: Eugene, Oregon
SALARY RANGE: CL-24 \$34,356 to \$55,864
(Commensurate with qualifications/experience)

POSTING DATE: November 15th, 2010
CLOSING DATE: Open Until Filled

*Application documents must be received by
December 6th, 2010 to ensure consideration*

The United States Bankruptcy Court for the District of Oregon is seeking qualified applicants for the full-time permanent position of Intake Clerk.

POSITION OVERVIEW:

The Intake Clerk duties include, but are not limited to, the following:

- Receive and stamp incoming documents, review documents for completeness and conformance with local and federal rules, and check case data for accuracy and completeness.
- Enter case data in case management system, scan and electronically file documents, and ensure data quality.
- Inform customers of required fees, receive payments, and issue receipts. Secure funds in cash register and balance cash drawer at the end of the day.
- Sort and process incoming and outgoing mail. Maintain the mail meter and meter log.
- Provide information to the public, bar, and the court.
- Assist the public in use of computerized databases.
- Prepare, ship, and retrieve records from the Federal Records Center. Make copies of records for the public.
- Answer and route incoming calls.

QUALIFICATIONS:

To be qualified for appointment to the position of Intake Clerk candidates must meet the following standards.

Specialized Experience:

Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrates the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

A minimum of one year specialized experience equivalent to work at a CL-23 is required. At least two years specialized experience equivalent to work at the CL-23 is required for placement above step 1.

Additional Knowledge, Skills, and Abilities:

- Strong customer service skills and ability to communicate with a variety of persons inside and outside the court.
- Very good oral and written communication skills, accuracy and attention to detail.
- Excellent computer proficiency, including the ability to learn the court's software programs, toggle between various open software programs, and work with electronic files and folders.
- Ability to multitask and consistently meet deadlines and targeted goals.
- Maturity, good judgment, high ethical standards and a positive work attitude.
- Ability to maintain confidentiality.

Desirable Qualifications:

Preference will be given to applicants with the following qualifications:

- Educational classes beyond the high school level.
- Specialized training or recognized certification in an area relevant to the duties of this position.
- Previous intake clerk experience.
- Knowledge of bankruptcy rules and procedures.
- Court experience.
- Knowledge of CM/ECF.
- Experience with docketing and case management.

APPLICATION PROCEDURES:

The following is a list of required application documents:

- **Cover letter**
 - Reference job vacancy number **#2010-07**
 - Where you learned about the vacancy
 - Include an email address in your contact information
- **Chronological resume which includes:**
 - Education
 - Work history
 - names and addresses of employers
 - dates of employment

- work performed
 - number and composition of personnel supervised, if any
 - significant accomplishments
- **Application for Judicial Branch Federal Employment** (Form AO 78) available at www.uscourts.gov/forms/AO078.pdf or on the court's website on the [Careers](#) page.

**Application documents must be submitted
in electronic format using Word, WordPerfect or PDF to:**
hr@orb.uscourts.gov

GENERAL INFORMATION:

- Applicants must be a U.S. citizen or eligible to work in the United States.
- This is a sensitive position within the Judiciary. The successful candidate is hired provisionally, pending the results of an FBI fingerprint and criminal background check.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at <http://www.uscourts.gov/library/conduct.html>.
- Excepted service appointments are AT WILL and can be terminated with or without cause by the court.
- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The best qualified will be contacted for interviews. Candidates for interviews may travel at their own expense or be interviewed via telephone and/or video conference.
- Resumes or enclosures will not be returned.
- This announcement is posted on the court's internet web site at www.orb.uscourts.gov
- Detailed information regarding benefits and compensation can be found on the United States Federal Courts website at www.uscourts.gov/careers